

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:  
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 PUBLIC RECORDS  
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**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): American Israel Education Foundation

Travel date(s): 27 July-4 August

Name of accompanying family member (if any): none

Relationship to Traveler:  Spouse  Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

**Expenses for Employee:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	2,547.87	1,628.31	1,306.65	3,216.65
<input checked="" type="checkbox"/> Actual Amount				

**Expenses for Accompanying Spouse or Dependent Child (if applicable):**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attached itinerary

4 Sept 2019  
(Date)

Robert W Jones  
(Printed name of traveler)

[Signature]  
(Signature of traveler)

**TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:**

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

4 Sept 2019  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)



**Monday, July 29, 2019**

7:45 AM Breakfast is served  
-at the hotel

8:00-9:00 AM *Israel in The Media*  
Matti Friedman

9:15 AM Depart for Strategic Survey of Jerusalem

9:45 AM-12:30 PM *Strategic Survey of Jerusalem, Part I:  
The Historic and Holy Basin and City of David*  
Guided Survey of the Old City of Jerusalem

12:30 PM Depart for lunch

1:00-2:00 PM *Israel's Political Map*  
Lunch with Tal Shalev  
Political Correspondent, *Walla!* News  
-at Olive and Fish

2:15-3:15 PM *The Palestinian Street*  
Meeting with Shimrit Meir  
Founding Editor, Al-Masdar  
-at Notre Dame Hotel

3:30 PM Depart

3:45-5:15 PM *Start-Up Nation*  
Meeting with:

- Miriam Ballin, United Hatzalah
- Aryeh Katz, 6 Degrees
- Cathy Sebag, MobileODT
- Ofer Tzadik, Tyoto Care

- at the hotel

7:00 PM Depart for dinner

7:45-9:30 PM Dinner  
-at Tali's Atelier, Mahane Yehuda Market

9:45 PM Overnight at the Inbal Hotel

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**Tuesday, July 30, 2019**

8:15 AM Breakfast is served  
-at the hotel

8:30-9:30 AM *Navigating Obstacles to Peace*  
Breakfast with Dr. Tal Becker  
Senior Legal Advisor, Ministry of Foreign Affairs  
- at the hotel

9:45 AM Depart for Yad Vashem

10:15 AM -12:15 PM *Remembering the Victims of the Holocaust*  
Visit to Yad Vashem Holocaust Memorial and Museum

12:30 PM Depart

1:00-2:00 PM *A View from the Palestinian Authority*  
Lunch with Dr. Saeb Erekat  
Chief Negotiator, Palestinian Authority  
- at the American Colony Hotel

2:15 PM Depart

2:45 PM Security Check

3:00-3:45 PM *A View from the Prime Minister's Office*  
Meeting with Yuval Gerbi  
Deputy Head of Foreign Policy, Office of the Prime Minister  
- at The National Security Council Office

4:00 PM Depart

4:30-5:30 PM *Strategic Survey of Jerusalem, Part II:  
Post-1967 Neighborhoods & the Security Barrier*

5:30 PM Depart for Tel Aviv

7:00 PM Check-in to the Sheraton Hotel, Tel Aviv

8:00 PM Depart for dinner

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8:15-9:45 PM *Dinner Meetings with Members of Knesset*

- The Honorable Sharren Haskel, Member of Knesset, Likud Party
- The Honorable Ksenia Svetlova, Immediate Past Member of Knesset, Zionist Union Party

-at Deca

9:45 PM Overnight at the Sheraton Tel Aviv

**Wednesday, July 31, 2019**

7:45 AM Breakfast served  
-at the hotel

8:00-9:00 AM *Regional Threats Assessment Post-JCPOA*  
Breakfast with Brig. Gen. (Res.) Nitzan Nuriel  
Former Director, Counter Terrorism Bureau, Prime Minister's Office  
-at the hotel

9:15 AM Depart

10:45 AM -12:45 PM *Israel's Southern Front*  
*Living in the Shadow of Rocket Fire*

- Overlook into Gaza at Nir Am
- Visit Kibbutz Kfar Aza and meet with local residents

-at Kibbutz Kfar Aza

1:00-1:30 PM Lunch with residents  
-at Kfar Aza

1:30-2:15 PM *Bridging Gaps: People to People Peace Initiatives*

- Dr. Akram Amro, Green Land Society for Health Development
- Roni Keidar, Road to Recovery

- at Kfar Aza

2:30 PM Depart for Tel Aviv

4:00-4:30 PM *360° Bird's Eye View*  
Briefing from the Azrieli Tower Rooftop

4:30 PM Depart

5:00 PM Arrive at the hotel

6:30 PM Depart for dinner

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7:00-8:45 PM *The Israeli Mosaic*

- Ofer Erez, Jerusalem Open House
- Galit Sasson, Mekorot: Israel's National Water Company
- Racheli Yaso-Ngatuo, Yemin Orde Youth Village

- at Eat With

9:00 PM Overnight at the Sheraton Tel Aviv

**Thursday, August 1, 2019**

7:45 AM Breakfast served  
- at the hotel, Topaz hall

8:00-8:45 AM *Settlements in Focus, Part I:*  
Lia Weiner, Research Associate, Washington Institute for Near East Policy  
- at the hotel

9:00-10:00 AM *Settlements in Focus, Part II:*

- Yariv Oppenheimer, Former CEO, Peace Now
- Oded Revivi, Mayor, Efrat

- at the hotel

10:15 AM Depart

11:30 AM-12:15 PM *Israel's Narrow Waistline*  
Briefing at Alfei Menashe

12:15 PM Depart

1:00-2:00 PM *Minority Rights in Israel*  
Lunch with Mohammad Darawshe  
Director of Planning Equality & Shared Society  
Givat Haviva Educational Center  
-At Ramada Hotel, Netanya

2:15 PM Depart

2:30-4:45 PM En route briefings:

- *The Jezreel Valley – Strategic Land Bridge Between Africa and Asia*
- *Upper Galilee – Potential for Development*

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4:45-5:30 PM *Israel's Northern Border Concerns: Lebanon and Hizballah*  
 Strategic briefing on Israel's border with Lebanon  
 With Lt. Col. (Res.) Sarit Zehavi, IDF Northern Command  
 - at Zarit

5:45 PM Depart

6:45 PM Check-in to Europa Hotel

7:45 PM Depart for Dinner

8:00-10:00 PM *Reflections of the Week*  
 - at Decks Restaurant

10:00PM Overnight at Europa Hotel

**Friday, August 2, 2019**

7:30 AM Breakfast at the hotel

8:00 AM Depart

8:30-10:30 AM *Historical Significance of the Sea of Galilee*  
 Survey of historical and religious sites around the Sea of Galilee

- Mt. of Beatitudes – Sermon on the Mount
- St. Peter's Church
- Capernaum – Jesus's Village

10:30 AM Depart for the Golan Heights

11:00 AM-1:00 PM *Israel's Northern Border Concerns: Syria*  
 Strategic survey of Israel's border with Syria  
 With Maj. Ilan Shulman  
 - at Mizpeh Gadot, Merom Golan

1:00 PM Depart

1:30-2:30 PM Lunch  
 - at HaBokrim

2:45-5:45 PM Travel back to Jerusalem via the Jordan Valley  
 En route briefing:  
*Jordan: Relations with Israel, and the Growing Refugee Crisis*

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5:45 PM Check-in to the Inbal Hotel

7:00 PM Depart for dinner

7:30-9:30 PM *Reflections on the Sabbath in Jerusalem*  
 Traditional Sabbath evening dinner  
 With Professor Gil Troy and Linda Adams  
 - at their home in Jerusalem

9:30 PM Overnight at the Inbal Hotel

**Saturday, August 3, 2019**

7:45 AM Breakfast on own  
 - at the hotel

8:00-9:45 AM Depart  
 En route briefing:  
*Jericho Road and the E-1 Corridor*

9:45-11:45AM *History and Geopolitics of the Roman Empire*  
 Guided survey of the National Archeological Park at Masada

12:00-1:00 PM Exploration of the Dead Sea Region  
 - at Herods Hotel

1:00-2:15 PM Lunch  
 -at Herods Hotel

2:30 PM Depart for Jerusalem

4:30 PM Return to hotel

6:15 PM Depart for dinner

6:30-8:30 PM *The U.S.-Israel Relationship: Bringing it all Together*  
 Closing dinner  
 - at Dolphin Yam

8:45 PM Depart for the airport

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**Sunday, August 4, 2019**

12:20 AM            Depart Tel Aviv  
                         United Flight #73

5:50 AM            Arrive Dulles

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**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

Date/Time Stamp:

Original submitted  
6/27/2019 @ 4:27 PM MET

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**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: ROBERT WAYNE JONES

Employing Office/Committee: SENATOR ROB PORTMAN

Private Sponsor(s) (list all): AMERICAN ISRAEL EDUCATION FOUNDATION

Travel date(s): 27 JULY-4 AUGUST, 2019

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): JERUSALEM, TEL AVIV, TIBERIAS ISRAEL

Explain how this trip is specifically connected to the traveler's official or representational duties:

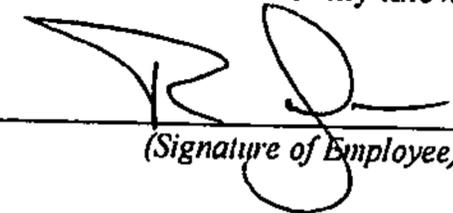
As Senator Portman's National Security Advisor I am responsible for providing him with strategic advice regarding legislation and policy formulation. The Middle East, in particular, Israel, is of great importance. This trip will provide me with the background and information that I would need to better prepare him to engage in National Security discussions regarding Israel and the greater Middle East.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee:  Spouse  Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

16 July 2019  
(Date)

  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Rob Portman hereby authorize Robert Wayne Jones  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box)

16 July 2019  
(Date)

  
(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): \_\_\_\_\_  
American Israel Education Foundation (AIEF)
2. Description of the trip: \_\_\_\_\_  
Please see addendum
3. Dates of travel: June 27 - August 4, 2019
4. Place of travel: Jerusalem, Tel Aviv, Tiberias
5. Name and title of Senate invitees: Please see attached
6. I certify that the trip fits one of the following categories:  
 (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
- OR -  
 (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7.  I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
- AND -  
 I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:  
 The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
- AND -  
 The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11.  An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

AIEF is solely responsible for recruiting, coordinating, executing, and funding all aspects of this trip.

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

AIEF is a non-profit 501(c)(3) organization with the mission of providing educational programming about

the U.S.-Israel relationship. The delegation will have the opportunity to meet with a diverse group of

Israelis and Palestinians, and see first-hand the outcome of U.S.-Israel strategic cooperation in the region.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Please see addendum

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Please see addendum

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
	\$2,555.09	\$1,501	\$1,046	\$3,120.19
<input checked="" type="checkbox"/> Good Faith estimate	air = 2,011.84 bus = \$350 Amtrak = \$112 Syrian border transport = \$62.50 taxis = \$18.75	JLM = \$735 TLV = \$498 TIB = \$268	JLM = \$560 TLV = \$340 TIB = \$146	Please see breakdown attached
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves an event that is arranged and organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

During the trip, participants will visit many cities and regions in Israel, to explore the strategic nature of the U.S.-Israel relationship.

19. Name and location of hotel or other lodging facility:

Inbal (Ze'ev Jabotinsky St 3, Jerusalem); Sheraton (HaYarkon St 115, Tel Aviv-Yafo);

Europa (HaPalmach Street 3, Tiberias)

20. Reason(s) for selecting hotel or other lodging facility:

We chose these hotels due to their location and affordability.

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## **16. Other Expenses**

**Security: \$1218.75 per person**

-AIEF considers the security of its trip participants as its highest priority. A security team accompanies all participants throughout the trip.

**Speaker Fees: \$687.50 per person**

-Honoraria for guest speakers

**Tour Guide: \$281.25 per person**

-As a detailed historical understanding is crucial to maximizing the educational aspect of the trip, a licensed tour guide accompanies the group throughout the trip.

**Hotels for contract staff (tour guide, bus driver, security guards): \$206.25 per person**

**Meals for contract staff and speakers: \$200 per person**

**Room Rentals: \$187.50 per person**

-The cost of renting rooms at hotels and restaurants for meetings and meals with speakers.

**Hotel Commission \$113**

-We pay a 7% hotel room commission to the company that books our hotels.

**Airport Assistance: \$62.50**

-We use a service to help participants navigate passport control and customs.

**Entrance Fees: \$56.25 per person**

-Several sites require an entrance fee, including the southern Western Wall excavations and the holy sites around the Sea of Galilee.

**Transportation for contract staff and speakers: \$37.50 per person**

**Other: \$31.25 per person**

-Briefing materials, miscellaneous

**Photography: \$31.25 per person**

-On each trip we take a group photo with a professional photographer

**Tips: \$7.19 per person**

-Tips for hotel staff

## **21. Per Diem**

Meal expenses are equal to the per diem rate for Jerusalem, Tel Aviv, and Tiberias. Lodging expenses are less than the per diem for Jerusalem, Tel Aviv, and Tiberias. Meal expenses include the cost for meals, snacks, and water on the bus. It does not include alcohol, as we do not pay for alcohol per Senate ethics rules.

**American Israel Education Foundation (AIEF)  
Educational Seminar in Israel  
U.S. Congressional Staff  
July 27 – August 4, 2019**

**Senate Invitees**

1. Sean Coit, Communications Director, Senator Chris Coons (D-DE)
2. Wayne Jones, National Security Advisor, Senator Rob Portman (R-OH)

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## **Jones, Wayne (Portman)**

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**From:** Lauren Anderson <landerson@aiefdn.org>  
**Sent:** Wednesday, September 4, 2019 3:19 PM  
**To:** Jones, Wayne (Portman)  
**Cc:** Julie Peretz; Lauren Anderson  
**Subject:** AIEF Israel Post-Trip Senate Ethics, Foreign Policy Staff July 27 - August 4, 2019

Good afternoon,

Thank you for participating in the AIEF Educational Seminar in Israel, July 27 - August 4, 2019. Post-trip ethics are due to the Committee 30 calendar days after the date of return.

Each traveler must submit:

- 1) Employee Post-Travel Disclosure Form:  
[https://www.ethics.senate.gov/public/index.cfm/files/serve?File\\_id=bb007b7b-f626-4871-9846-cd22c00d72c3](https://www.ethics.senate.gov/public/index.cfm/files/serve?File_id=bb007b7b-f626-4871-9846-cd22c00d72c3)
- 2) Final Itinerary: <https://aiefdn.box.com/s/nbultulkqh8qo6zyap58lpza54g6g0hj>
- 3) The original Employee Pre-Travel Authorization (Form RE-1), AND
- 4) A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

**Here are the final costs for your trip:**

Transportation: \$2,547.87

Lodging: \$1,628.31

Meals: \$1,306.69

Other: \$3,216.65

**Breakdown of "other" expenses:**

Security: \$1,227.07 per person

Speaker Fees: \$690.55 per person

Hotels for contract staff (tour guide, bus driver, security guards): \$313.88 per person

Tour Guide: \$256.75 per person

Meals for contract staff and speakers: \$290.87 per person

Room Rentals: \$150.41 per person

Other: \$31.06 per person

Airport Assistance: \$76.47 per person

Transportation for contract staff and speakers: \$86.04 per person

Entrance Fees: \$48.88 per person

Photography: \$37.07 per person

Tips: \$7.60 per person

Feel free to contact me if you have any questions.

Thank you,